OVERVIEW OF DESIGN REVIEW PROCESS

Suggested Pre-application Meeting
Applicant meets informally with Planner/CEO to review project goals, application procedures & regulatory standards

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Application Prepared
Applicant prepares application and information pursuant to Section 125-113

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Application Submitted
Applicant meets informally with Planner/CEO to review project goals, review procedures & standards

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Staff Review
Planning Staff reviews application and notifies applicant of scheduled DRB meeting date as well as any deficiencies in application materials

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DESIGN REVIEW BOARD MEETING

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APPLICANT
Applicant attends DRB meeting to present project details

BOARD
Board Reviews project for compliance with applicable codes and standards

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DECISION

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Application Does Not Comply
Board denies application and provides basis for decision. Applicant may re-submit application

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Applicant Options
1. Applicant may withdraw application.
2. Applicant may reapply with suggested modifications for compliance.
3. Applicant may appeal decision to Appeals Board.

Application Complies
Board approves application and issues Certificate of Appropriateness.

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Building Permit
Applicant obtains building permit from CEO after all other approvals and permits have been obtained.

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Commence Project Construction
Applicant begins work after all permits and approvals are granted.